

**BYLAWS of  
ATLANTA METRO TRAVEL ASSOCIATION, INC.  
Adopted October 7, 2020  
Revisions**

**ARTICLE I**

**Membership**

Section 1: QUALIFICATIONS. Any person, firm, or corporation engaged in the hospitality/travel industry may become a member of this corporation. A member is defined as the company or entity that pays AMTA dues. Each entity will have one (1) vote.

Section 2: HONORARY MEMBERS. The Board of Directors, at a duly noticed meeting, may elect honorary members by a unanimous vote of members present, so long as a quorum was present. Honorary Members shall be exempt from payment of any membership fees and shall be entitled to all privileges of regular members, except the right to vote or hold office.

Section 3: SUSPENSION OR EXPULSION. Any person, firm or corporation may be suspended for a period or expelled for cause. Cause includes but is not limited to: Violation of the Rules or Bylaws of the Corporation or any conduct prejudicial to the best interest of the Corporation, as determined by the Board of Directors. Suspension or Expulsion shall be imposed only after a two-thirds majority of the entire Board of Directors affirms such treatment. A statement of such charges and notice of the time and place of the Board meeting shall be mailed by Certified Mail, Return Receipt Requested to the member under charges at least fifteen days before the vote on the final action may take place. The member, person, firm or corporation shall be given an opportunity to present a defense of no more than thirty minutes at the Board Meeting.

**ARTICLE II**

**Fiscal Year**

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each calendar year.

**ARTICLE III**

## **Dues**

Section 1: ANNUAL DUES. The Board of Directors will determine from the amount of initiation fee, if any, and annual dues payable to the Corporation, by its members.

Section 2: PAYMENT OF DUES. Renewal of dues are payable on the first day of January in each fiscal year, or upon application by new members.

Section 3: DEFAULT AND TERMINATION OF MEMBERSHIP. When any member shall be in default in the payment of dues after March 1 this membership may be terminated.

## **ARTICLE IV**

### **Meetings**

Section 1: ANNUAL MEETING. There shall be an Annual Meeting held in October, in conjunction with the October regular meeting each year for the election of members of the Board of Directors and for the receiving of annual reports of officers, directors, and committees, and the transaction of other business. Notice of the meeting shall be mailed or electronically transmitted to the last recorded electronic address of each member no less than 10 days before such meeting. All notices of meetings must include the date, time, location and purpose of the meeting.

Section 2: REGULAR MEETINGS. A regular meeting of the full membership of the Corporation shall be held each February, April, June, August, October and December. Board Meetings will occur in alternate months from the general membership meeting. Each meeting will be held on the first Wednesday of each designated month at a location designated at each preceding meeting by the President. An alternative meeting date and time may be established when necessary, and the change communicated to the membership. Notice of these regular meetings, except as provided for above in Section 1: ANNUAL MEETING, regarding the October meeting, is deemed waived. Reasonable efforts to notify absent members of the location and time of the next meeting will be made.

Section 3: SPECIAL MEETINGS. The Board of Directors or the Executive Committee at their discretion may call a Special Meeting. All notices of a Special Meeting are given in the same manner as that of Annual Meeting (minimum 7 days). Any issue that may be addressed in a Special Meeting may be addressed at a Regular Meeting or the Annual Meeting as long as the proper notices have been sent out. If not held as part of a Regular Meeting or an Annual Meeting, no business other than that specified in the Notice of Special Meeting shall be

transacted at any Special Meeting of the members of the Corporation.

Section 4: VIRTUAL MEETINGS. This corporation may hold its annual meetings of the members, board of directors, or special called meetings for authorized purposes virtually and without an in-person quorum if all of the following conditions apply:

- a. At least one of the metro Atlanta communicators is located in an area where a federal, state, or local authority has declared a state of emergency or major disaster;
- b. The corporation has the technological capacity to facilitate virtual meeting attendance, voting and participation;
- c. Members receive at least seven days' advance notice of the change to a virtual meeting format and appropriate instructions for how to join, participate, and vote during the virtual meeting.

Section 5: QUORUM. The Quorum is those members present, in-person or present via virtual meeting, and eligible to vote. The Quorum requirement is one-third of the current membership.

Section 6: VOTING. Any member of a firm or an officer of a corporation may represent it and vote for that firm or corporation at any meeting. Any member of its staff delegated by it for that purpose may represent any firm or corporation at any meeting; but each firm or corporation shall be entitled to only one vote. If the manner of deciding any question has not otherwise been prescribed, it shall be decided by a majority vote of the members present in person or present via virtual meeting. In the case of virtual meetings, any action to be taken at a virtual meeting of the members, may be taken if consent is given per the process set according to Section 4.c.

Section 7: ORDER OF BUSINESS. The Order of Business shall be set in an agenda by the President.

## **ARTICLE V**

### **Directors**

Section 1: NUMBER. The property, affairs, activities, and concerns of the Corporation shall be vested in a Board of Directors. The Board shall consist of 11 total members including officers. Required representation on the Board shall include the Immediate Past President and persons representing at least five (5) Destination Management Organizations (DMOs).

Section 2: ELECTION OF DIRECTORS AND TERMS. At the Annual Meeting each year, six (6) slots on the Board of Directors shall be voted upon by the

general membership. (The past President is automatic and does not need to be voted on). The term of the members of the Board shall begin January 1 the following year and run for two years. Any Director may run for re-election to the Board of Directors at the end of his/her current term.

Section 3: DUTIES OF DIRECTORS. The Board of Directors may:

- (1) Hold meetings at such times and places as it thinks necessary and proper;
- (2) Admit members and suspend or expel members by voting;
- (3) Appoint committees on particular subjects from the members of the Board, or the General Membership, or a combination of both;
- (4) Audit bills and disburse funds of the Corporation;
- (5) Print and circulate documents and publish ARTICLES;
- (6) Communicate with other associations interested or engaged in the tourism industry;
- (7) Employ agents; and
- (8) Devise, implement, and execute such other measures that it deems proper and expedient to promote the objectives of the Corporation and to best protect the interest and welfare of the members.

Section 4: MEETINGS OF THE BOARD. Regular meetings of the Board of Directors shall be held in Georgia. Notice of the meetings shall be mailed or electronically delivered to the last known address of each member at least ten days before the time of the appointed meeting. The President, when he deems necessary, or the Secretary, upon written request of three Board members, shall issue a call for a special meeting of the Board of Directors. Such a request shall require five days' notice of the appointed date, time, and location of said meeting.

Section 5: QUORUM. Six (6) members physically present, or in the case of virtual meetings, present at roll call, shall constitute a quorum to transact business. Proxy votes and designated representatives shall not be counted toward reaching a quorum. However, once a quorum has been certified present, proxy votes and votes of designated representatives will be counted in conducting business. In the absence of the President and Vice President, the quorum shall vote on a "chair" to conduct the meeting. If a quorum is not

present, then those present shall adjourn the meeting for official business to a later date.

Section 6: VACANCIES. Whenever any vacancy occurs in the Board of Directors by death, resignation, expulsion or otherwise, it shall be filled without undue delay by a majority vote by ballot of the remaining Board members at the next regular Board Meeting. If no term remains, then it shall be part of the regular elections at the Annual Meeting.

Section 7: REMOVAL OF DIRECTORS. Any one or more of the Directors on the board may be removed at any time for any reason by a majority vote of the Board of Directors. If any director misses two regular meetings in a row or three meetings in a calendar year, that member may be excused from further service on the Board by a majority vote of the Board members present, if a quorum had been certified present, and replaced immediately for the remainder of the term. If such action is taken, the Board of Directors has an affirmative duty to notify the general membership at the next meeting.

## **ARTICLE VI**

### **Officers**

Section 1: NUMBER. There shall be five (5) officers of the Corporation: President, Vice President, Secretary, Treasurer, and a representative who is a current member employed by a Convention & Visitors Bureau (CVB) or Destination Marketing Organization (DMO). This group of five officers shall also constitute the Executive Committee.

Section 2: ELECTION OF OFFICERS AND TERMS. The terms of each office shall be for two years and follow the fiscal year of the Corporation. The offices of Secretary and Treasurer shall be appointed in odd numbered years (i.e. October, 2021, 2023 etc.) for terms beginning January 1 the following year. The Offices of President and Vice President shall be appointed in even numbered years (i.e. October, 2020, 2022 etc.) for terms beginning January 1 the following year.

Board members may serve no more than three (3) consecutive terms without being off the board for at least one (1) year. Exceptions to this rule are board members elected to the executive committee. Board members elected to the executive committee have a maximum term limit of four (4) consecutive terms. A person who has been elected to a partial term to fill a vacancy, shall not be considered to have served such term for purposes of term limit criteria.

The office of President is limited to one two-year term. A person may serve as President more than once, but not in consecutive terms. All officers

shall be appointed from the newly elected and continuing members of the Board of Directors.

Section 3: DUTIES OF OFFICERS. The duties and powers of the officers of the Corporation shall be as follows:

#### PRESIDENT

The President shall preside at the meetings of the Corporation, the Board of Directors, and the Executive Committee, and shall be a member ex-officio, with a right to vote, on all committees except the Nominating committee. He shall also, at the Annual Meeting of the Corporation and such other times as he deems proper, communicate to the Corporation or the Board of Directors such matters and make such suggestions as may in his opinion tend to promote the prosperity and welfare and increase the usefulness of the Corporation and shall perform such other duties as are necessarily incident to the office of the President.

#### VICE PRESIDENT

In case of death, absence, or inability to perform the duties of the office of President, the Vice President shall be ready to step in and perform the duties of the President.

#### SECRETARY

It shall be the duty of the Secretary to ensure notice is given of all meetings of the Corporation and the Board of Directors; and to ensure that a record is kept of all meetings.

#### TREASURER

The Treasurer shall keep an account of all monies received and expended for the use of the Corporation and shall make disbursements through written or electronic approval. The Treasurer shall deposit all sums received in a bank or banks or trust company approved by the Executive Committee, and make a report at the annual meeting or when called upon by the President. Funds may be drawn only upon the signature of the Treasurer, President, or Vice President.

The funds, books, and vouchers in his hands shall at all times be under the supervision of the Executive Committee and subject to their inspection and control. At the expiration of his term of office, he shall deliver over to his successors all books, monies, and other property or in the absence of the Treasurer-elect, to the President. In case of the absence of the Treasurer, the Executive Committee may appoint a Treasurer pro tem. The Treasurer shall be

the keeper of the Corporate Seal.

Section 4: BOND OF THE TREASURER. The Treasurer shall, if required by the Board of Directors, give to the Corporation such security for the faithful discharge of his duties as the board may direct.

Section 5: VACANCIES. The Board of Directors shall fill all vacancies in any office without undue delay at its next regular meeting, or at a meeting specially called for that purpose. The appointment of the Board will remain in place until the next election at the Annual Meeting. If that office is in mid-term, the elected position shall be for one year to keep the general election schedule.

Section 6: COMPENSATION OF OFFICERS. The officers shall not receive a salary or other compensation for their work or efforts.

## **ARTICLE VII**

### **Committees**

Section 1: EXECUTIVE COMMITTEE. The officers of the Corporation, the President, Vice President, Secretary, Treasurer, and CVB/DMO Representative constitute the Executive Committee. The Executive Committee shall appoint such employees as may be necessary to conduct the business of the Corporation. The Executive Committee may act on behalf of the Corporation on any matter when the Board of Directors is not in session. Any action taken must be reported to and ratified by the Board of Directors at the next regular meeting of the Board of Directors or at a Special Meeting if one is called for that purpose. Four members of the Executive Committee present at a meeting (in person or virtual) shall constitute a quorum. Meetings may be called by the President or by four members. The Executive Committee shall have the Treasurer's accounts audited at least once per fiscal year, by an accountant, and the report derived there from delivered to the Board of Directors.

Section 2: COMMITTEE ON NOMINATIONS. In each year by the month of August, the Board of Directors shall appoint a Nominating Committee of six (6) members, one of whom shall be the President and another of whom shall be a member of the Board of Directors, whose duty it shall be to nominate candidates for directors to be elected at the October General Membership meeting and installed at the meeting in December. The full Board slate will be presented to the general membership for approval at the October General Membership meeting.

Section 3: OTHER COMMITTEES. At the Annual Board of Directors Meeting in November each year, the President shall appoint the Chair of Committees deemed necessary to carry out the mission of the Corporation.

The members of these committees shall hold this position until the appointment of their successor.

Section 4: SPECIAL COMMITTEES. At any time, the President may appoint any other committee on any subject for which there are no current standing committees. The President also has the ability to dissolve standing committees.

## **ARTICLE VIII**

### **Seal**

The Seal of the Corporation shall be known as follows, and more particularly, shown in the following impression.

## **ARTICLE IX**

### **Amendments**

A Board of Directors' member, or any five general members, may propose the repeal, amendment or adoption of new bylaws. All board members shall receive notice and copy of such proposed changes by email or written notice at least 10 days prior to the meeting to consider the proposed amendment. Board members must take action on proposed changes at the subsequent board meeting. These Bylaws may be amended, repeated or altered in whole or in part by a majority vote where a quorum is present.

## **ARTICLE X**

### **Dissolution**

Upon dissolution, funds or assets available shall first be used to pay any and all indebtedness of AMTA. Any remaining funds shall be contributed to a non-profit organization, chosen by the Board of Directors. A two-thirds vote by the Board of Directors is required for all donations during the dissolution process.

## **ARTICLE XI**

### **Indemnification**

To the full extent of the Georgia Non-Profit Corporation Act, or any other applicable laws as presented or hereafter in effect, the Association shall



indemnify Director, Officers, Employees and Agents of the Association against any asserted liability or incurred expense arising out of his/her capacity as a Director, Officer, Employee, Contractor or Agent of the Association.

## **ARTICLE XII**

### **Miscellaneous**

All votes by Proxy must be in writing or electronic communication and signed by the member making the vote, and the member presenting the Proxy.

All meetings of the Corporation are governed by Roberts Rules of Order.

Revised: September 9, 2020